



ARC 5922 - Professional Practice 2 (Online) – CRN 3480 – Spring 2012

COURSE TITLE BLACKBOARD SITE	ARC 5922 Professional Practice 2 Fall 2011 – http://my.ltu.edu and select CRN 3480
INSTRUCTOR	Tom Platz, RA, LEED GA taplatz@hedeve.com (anytime and the only email address I use) Phone: To be posted Telephone Hours: Monday – Thursday 9:00am – 5:00pm Office hours by appointment
SCHEDULE	January 16 th thru May 12 th 14 weekly modules + mid-term + final exam See http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for LTU academic calendar information.
LEVEL / HOURS PREREQUISITE	Graduate Level, 2 credit hours/Professional Practice 1
REQUIRED TEXT (See Blackboard for additional resources)	The American Institute of Architects, “The Architecture Student’s Handbook of Professional Practice”, Fourteenth Edition John Wiley & Sons, Inc., Publisher ISBN 978-0-470-08869-2 “Ethics and the Practice of Architecture”, Wasserman, Sullivan, Palermo John Wiley & Sons, Inc., Publisher ISBN 0-471-29822-0 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDENDA	LTU Online student resources http://www.ltu.edu/ltuonline/currentonline.asp Course-specific information is provided in the “Course Information” area
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the LTU Help Desk, 248-204-2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne

Educational Goals

Building on and complementing the principles covered in Professional Practice 1, this course concentrates on the development and understanding of firm wide practice knowledge and skills. General principles covered in Professional Practice 2 will address applications within the context of the architectural business entity. Topics include firm types and structure, ethics within the practice of architecture, strategic planning, marketing and public relations, human resource management and leadership, contract form and negotiation, and risk management.

Objectives

The student should be able to understand the basics of architectural practice and how the art and science of architecture operates ethically within the structure of the profession and business of architecture

Prerequisite Skills

ARC5913 Professional Practice 1, Minimum Grade of C-

Instructional Methods and Course Organization

A variety of instructional methodologies are used in this course, which may include but are not limited to:

Blackboard learning environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated Powerpoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, telephone conference calls.

Self-assessments – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

Required readings – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

Publisher Web Site – <http://www.wiley.com>

Class Policies and Expectations

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU e-mail account. If you wish to use a different e-mail address for this course, please change your e-mail address in Blackboard under “Student Tools” and send an e-mail to me so I can store your address in my e-mail directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. If business travel or personal issues will take you away from regular participation, please clear these dates with me in advance.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge. Those without experience working in the profession are to reference the course material or applicable personal experiences.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office-compatible software. If you need to submit an assignment via e-mail, contact the instructor in advance. Late work will be reduced in value by one full grade for each week it remains late.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus and on the LTU Online web site.

Be prepared to log into Blackboard at least once each day. Please focus your on-line correspondence within the appropriate Blackboard discussion forums so that your colleagues may learn from you.

At the middle and end of the course, you will be invited to participate in University evaluations of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

**It is important for you as students to know what to expect from me as your instructor:
I will be available to you via e-mail and phone, and will try to promptly reply to your messages.
I will be available to you for face-to-face appointments as requested.
I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
I will post announcements and/or send out a weekly e-mail updates to all class members to guide upcoming work and remind you of assignment due dates. Meeting due dates is the student's responsibility.
I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.**

If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

Course Schedule

This fully online course begins with a one-week online course orientation period to familiarize you with the online learning environment. Each week starts on a Monday and ends on a Sunday.

Week # - Dates	Modules	Topic / Lecture / Reading	Assignments Due
1 – 1/16 – 1/22	Module 0	Course Orientation Ethics 'Awareness' (pp 11- 32)	Introductions Online Discussion Forum
2 – 1/23 – 1/29	Module 1	Ethics & Leadership PowerPoint Lecture / Video Text Chapter 1.2 Ethics (pp 120-126; 159-161) Ethics Case Study Requirements	Bb Forum
3 – 1/30 – 2/5	Module 2	Firm Identity PowerPoint Lecture Text Chapter 4.3 Ethics (pp 179-185)(case studies)	Bb Forums Ethics Case Study - Phase 1 Due
4 – 2/6 – 2/12	Module 3	Marketing 1 – Strategies PowerPoint Lecture Text Chapter 4.5	Bb Forums Ethics Case Study number assigned Ethics Assignment #1 Due
5 – 2/13 – 2/19	Module 4	Marketing 2 – How Clients Select PowerPoint Lecture Text Chapter 4.6	Bb Forums
6 – 2/20 – 2/26	Module 5	Human Resources/Insurance/Benefits PowerPoint Lecture Text Chapter 5.5 Ethics (pp 151-154)	Bb Forums Ethics Case Study - Phase 2 Due
7 – 2/27 – 3/4	Module 6	AIA Guest PowerPoint by AIA Associates Text Chapter 1.4 & Appendix B	Bb Forum
8 – 3/5 – 3/8		Mid-Term Exam	Exam
- 3/12 – 3/18		Mid-Semester Break	
9 – 3/19 – 3/25	Module 8	Compensation PowerPoint Lecture 2 Compensation Readings	Bb Forum
10 – 3/26 – 4/1	Module 9	Project Management PowerPoint Lecture Text Chapters 9.1, 9.2 Ethics (pp 142-147)	Bb Forum Ethics Case Study - Phase 3 Due
11 – 4/2 – 4/8	Module10	Delivery Methods PowerPoint / Video Text Chapters 8.1, 8.2 Ethics (pp 133-138)	Bb Forum
12 – 4/9 – 4/15	Module 11	Financial Management Video Text Chapters 5.1, 5.2, 5.3	Bb Forum Dollars & Sense Assignment #2 Due
13 – 4/16 – 4/22	Module 12	Legal Structures & Start-up PowerPoint Lecture Text Chapters 4.1, 4.2 Ethics (pp 138-142)	Bb Forum /
14 – 4/23 – 4/29	Module 13	Risk Management Video Text Chapter 5.4; Ethics (pp 147-151)	Bb Forums Final Course Evaluation Due

Week # - Dates	Modules	Topic / Lecture / Reading	Assignments Due
15 – 4/30 – 5/6	Module 14	Contracts & Agreements PowerPoint Lecture Text Chapters 12.1, 12.2	Bb Forum
16 – 5/7 – 5/12		Final Exam	Exam

Student Evaluation

The course has five assignments totaling 100 points (left column). Letter grades are awarded based on the total number of points achieved (right column). Points are deducted for late assignments.

Assignments	Points
Assignments #1, #2 & Case Study @ 10 each	30
Exams	42
Online Participation = 14 @ 2 each (Forums 0 through 6; 8 through 14)	28
Total Points	100

Class Points	Letter Grade
96 and above	A
90 – 95	A-
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D
60 and below	E

Note: Grades lower than “B” fall below the LTU graduate standard
 Final Grades are calculated as total points received divided by total available points

Assignment Details

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Assignment #1 (10 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 3 Week.

Subject: Ethics

Contents:

What is ethics?

Is it important and why?

Recount an ethical dilemma, either personal or historical.

Discuss what options for action were available and considered.

Discuss which action was chosen and whether you believe it was the right one.

January 10, 2012

Page 5

Discuss what ethical dilemmas you have seen, or believe you might see, in the practice of Architecture.

Assessment: Grading will be based on understanding of the subject, content and meeting the requirements above for length and subject matter coverage. Consult the course text “Ethics and the Practice of Architecture”

Assignment #2 (10 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 11 Week.

Subject: Dollars & Sense – Determining A Fee

Contents: From the lectures and readings, discuss and explain the chronological steps that should be taken and information that should be developed and evaluated, to assess the viability, to determine a fee and to complete a proposal for a new project.

Case Study – Ethics within the Firm (10 points)

A detailed description of the case study assignment is found in Module 1

Phase 1 – Select a case study (4 ranked choices out of 30 available) e-mailed to Instructor:

Due Date: No later than Friday Midnight of Module 2 Week (first arrival=best selection)

Instructor confirms case study number assignment NLT Midnight Wednesday of Module 3 Week

Phase 2 – Discussion portion question responses in memo format provided

Due Date: Friday Midnight of Module 5 Week

Phase 3 – Professional interview response/comparison in memo format provided

Due Date: Friday Midnight of Module 9 Week

Value: Phase 1 and 2: 5 points; Phase 3: 5 points (total 10 points)

Online Participation (28 points)

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 28 points based on viewing lectures, reading the required readings and actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students. Please view Module “0”. As a minimum, you must submit one original post responding to the Professor’s topic and two posts responding to each other (unless instructed otherwise). Posts should be QUALITY responses – on topic and one or two paragraphs in length and spell checked. Participation should occur over several days and not be limited to Sunday only.

Syllabus Addenda

If required, Syllabus addenda will be announced in Blackboard announcement area and simultaneously e-mailed to students.

Please see the LTU Online “Current Students” web site
<http://www.ltu.edu/ltuonline/currentonline.asp> for comprehensive information about Lawrence

Tech's academic services, library services, student services, and academic integrity standards. The contents of this web site is explicitly included as syllabus requirements.

The LTU Online "Current Students" web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssignment anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the LTU Online web site regarding the use of the SafeAssignment product.

Practical Guidelines for Class Load Expectations

A three-credit graduate course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

A 14-week semester would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus. You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester. You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
8-9 hours preparing your case study review;
24-40 hours working with your group on the three parts of your semester-long project; and
8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:

